

**ROUTING AND DISSEMINATION SLIP**

TO: (Name, organization, rank, grade, location, Agency/Post)

1. DDA

2.

3.

4.

5.

Action	File	Dissemination
Approval	For Clearance	For Clearance
As Requested	For Correction	For Correction
Circulate	For Your Information	For Your Information
Comment	Instructions	Instructions
Coordination	Justify	Justify

REMARKS

DO NOT use this form as a RECORD of approvals, recommendations, comments, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

D/OTE

1026 C of C

5041-102

OPTIONAL FORM 7-70  
Prescribed by GSA  
FPMR (41 CFR) 101-11.605

★ GPO : 1961 O - 361-529 (148)

STAT

Office of Registry  
89-1712

22 AUG 1983

OTE 83-3509

18-4

MEMORANDUM FOR: Deputy Director for Science and Technology

VIA: Deputy Director for Administration

FROM:

Director of Training and Education

STAT

SUBJECT: Proposal for OTE to Establish a Periodic Shorthand Refresher Training Course and a Dictation Workshop

REFERENCE: Memo for D/OTE from DDS&T, dtd 30 June 1983, Same Subject

1. The Office of Training and Education stands ready to act as the contracting agent to present periodic runnings of shorthand refresher training. To that end, I am asking all Senior Training Officers to identify their specific, component shorthand training requirements. I have also asked the Management and Administrative Training Division to research exactly what shorthand training is available in the Washington, D.C. area and what contractors we can use in an Agency-wide program. As soon as this information has been researched, we will make it available to the Senior Training Officers.

2. In order to more effectively satisfy the shorthand training need, it appears necessary to offer instruction at the Headquarters Building. It is imperative, therefore, to enlist the assistance of all components involved in securing appropriate classroom space. Your help in this effort will be appreciated.

3. The only shorthand refresher training available now in the Agency is handled through the OTE Self Study Center which has several audiocassette programs to teach Gregg Shorthand theory on an individual basis, enabling students to learn as quickly or as slowly as their time and abilities permit. In addition, a program is available which will assist students to take dictation at speeds of 100 words per minute. Practice tapes are also available which offer the opportunity to build speeds up to 60-80 words per minute.

**SUBJECT: Proposal for OTE to Establish a periodic Shorthand Refresher Training Course and a Dictation Workshop**

4. Dictation training is not available in-house but the Foreign Service Institute offers a four-hour Art of Dictation Workshop at a tuition of \$25. The Program is designed for managers who are interested in either learning or improving their skill in using dictating equipment or dictating directly to a stenographer. The next running begins 31 October 1983.

5. [redacted], Chief, Administrative Systems Branch. STAT  
Management and Administrative Training Division, extension [redacted] STAT  
would be pleased to discuss your specific requirements with members of your staff.

[redacted] STAT

DDA/OTE/MAT [redacted]

(19 Aug 83)

STAT

**Distribution:**

Orig - Addressee  
1 - DDA  
1 - O/DTE  
1 - OTE Registry  
2 - MATD files

**ROUTING AND TRANSMITTAL SLIP**

TO: (Name, office symbol, room number, building, Agency/Post)

	Initials	Date
1. A/EO/DOA	<i>[Signature]</i>	24 AUG 1983
2. ADOA	<i>[Signature]</i>	24 AUG 1983
3. DOA	<i>[Signature]</i>	25 AUG 1983
4.		
5.		

Action	File	Date and Return
Approval	For Clearance	For Conversation
As Requested	For Correction	Prepare Reply
Dispute	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrence, dispute, clearance, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Exam No.—Sig.
	Phone No.

5011-102

OPTIONAL FORM 41 (Rev. 7-76)  
 PREVIOUS EDITIONS ARE OBSOLETE

DD/A Registry

83-1712

DDS&T-537-83  
30 June 1983

DD/A REGISTRY  
FILE: 18-4

MEMORANDUM FOR: Director of Training and Education

FROM: R. E. Hineman  
Deputy Director for Science & Technology

SUBJECT: Proposal for OTE to Establish a Periodic  
Shorthand Refresher Training Course and  
a Dictation Workshop

[Redacted Box]

STAT

1. A recent issue paper by the DDS&T Federal Women's Program Working Group suggests, among other things, the establishment of a shorthand refresher training course. Their paper points out the perishable nature of shorthand skills. That, together with the Directorate requirement that candidates for secretarial positions in grades GS-08 and above be certified by Agency standards in shorthand, supports the suggestion to make shorthand refresher training available during duty hours.

2. Since no such training course is available in OTE, we could contract independently as other Directorates have done or are doing. Rather than perpetuate decentralization, however, I propose that your Office serve as the contracting agent for periodic runnings of shorthand refresher training to be made available Agency-wide whenever there are enough people registered to fill a class. Should the cost of such training exceed your budget, we are prepared to reimburse you on a pro rata basis. I see this as a more cost effective way to provide the training and probably a way to assure greater instructional competence. Informal discussions with individuals responsible for career development/training in other Directorates have evoked interest in this proposal.

ADMINISTRATIVE INTERNAL USE ONLY



SUBJECT: Proposal for OTE to Establish a Periodic Shorthand  
Refresher Training Course and a Dication Workshop

3. A second proposal growing out of the DDS&T Federal Women's Program Working Group paper is that a training workshop be developed to teach supervisor/managers how to dictate. The paper notes the limited use of secretaries' shorthand skills, particularly by supervisors/managers below the SIS level. Based on the fact of limited usage, the Working Group suggests that we discontinue the shorthand requirement for senior secretaries. I do not accept that suggestion because I see shorthand as a valuable tool if properly used. I believe that at least part of the reason for shorthand being used so little is that supervisors/managers do not know how to use it; therefore, my proposal.

4. I would appreciate your reactions to these proposals. If you need additional information please call [redacted] the DDS&T Career Development Officer, on extension [redacted] or me.

STAT  
STAT  
STAT

[redacted]  
R. E. Hineman

ROUTING AND TRANSMIT ...			Initials	Date
1. <i>EO/DOA</i>			<i>[Signature]</i>	5 JUL 1963
2. <i>AAA</i>			<i>[Signature]</i>	6 JUL 1963
3. <i>AAA</i>			<i>[Signature]</i>	6 JUL 1963
4.				
5.				

Action	File	File and Return
Approval	For Clearance	For Conversation
As Requested	For Correction	For Reply
Circulate	For Your Information	See file
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

*Para 2 is a good idea*  
*Para 3 is probably a non*  
*starter.*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions.

FROM: (Name, org. symbol, Agency/Post)	Recd. No.—Sdg.
	Phone No.

5041-102

\*GPO : 1961 O - 351-529 (148)

OPTIONAL FORM 41 (Rev. 7-76)  
 Prescribed by GSA  
 FPMR (41 CFR) 101-11.206